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CHAPTER 20**RESERVE PAYMENT PROCESSING AND PROCEDURES****2001 PAY FORMS**

200101. Military Payroll Money List. For payments not process through SRD-1, the DD Form 115-MC: Military Payroll Money List (MPL) is an 8-1/2 by 14-inch, carbon-interleaved form. The first copy under the original is designed to contain the signatures of payees when cash payments are made. All special payments are processed using the MPL.

A. Printing Instructions.

1. Automated Payroll. The MPL for regular/final settlement and annual training (AT) payments is normally prepared by computer printouts.

2. Manually Produced Payroll. Finance officers will prepare an MPL to issue special/partial payments to Individual Ready Reservists assigned to active duty for 30 days' duration or less. The MOBCOM Finance Office, Reserve Pay will prepare an MPL to issue special payments to Marine Corps reservists when required and under the same criteria as for field finance officers.

B. Payroll Numbers. The payroll number is four digits preceded by an R and is shown on both the MPL and the LES. Regular/final settlement payrolls are numbered consecutively beginning with 0001 through 0052. Special/AT payrolls are numbered consecutively beginning with 0053 through 0999.

1. Systems Produced Payroll. Payroll numbers for the MCTFS regular/final settlements are entered on-line by the MOBCOM Finance Office, Reserve Pay. AT payroll numbers are furnished by PARM cards produced by the MOBCOM Finance Officer, Reserve Pay. The DSSN for the payroll will always be 6102.

2. Manually Produced Payroll. If manual payroll numbers for special or AT payments exceed 0999 in a given fiscal year, start renumbering the payrolls with R0053, R0054, etc. The payroll number series will continue for each DSSN for the entire fiscal year, without regard to the relief of one finance officer by another. A finance officer assigned to a deployed unit will submit financial returns under the DSSN assigned for the deployment.

C. Preparation. The following narrative is a block-by-block description of the preparation procedures:

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<u>BLOCK</u>	<u>NARRATIVE</u>
1	Enter the DSSN without alphabetic designator.
2	Leave blank.
3	Enter the date of payment (same as block 4).
4	Enter the date paid. The date must be the same date entered in block 8 of the MPV.
5	Enter the next consecutive payroll number, with the preceding R.
6	Enter the page number and total number of pages for the payroll.
7	Enter DAILY SPECIAL on the first line of the body of the MPL, followed by a description of the type of payment (e.g., GROUND IDT PERIODS PG 231, WING IDT PERIODS PG 101, DISABILITY PG 252, GROUND AT PG 231). Prepare a separate MPL for each pay group. Enter the SSN without spaces or hyphens on the second line.
8	Enter the last name, space, suffix (if any), space, and first and middle initials. Do not punctuate or space between the first and middle initial.
9	Enter the fiscal year (e.g., 6 for FY96) for which pay is computed.
10	Enter the amount to be paid, expressed numerically as dollars and cents. Do not use the dollar sign. Separate the dollars and cents with a decimal point.
11	Enter the check number in the shaded area if payment is made by check. The payee will sign in this space on the duplicate to receipt for cash. Use only one line to show the total amount if payment is both by cash and check. Type the check number in the shaded area, and the payee will sign above the check number on the duplicate copy. Draw a diagonal line in black or blue-black ink on all copies of each manually produced MPL that does not use all 32 lines. Start immediately below the last name and end at the page total block.
TOTALS	Enter the total amount paid on each page in the page total block. Enter the cumulative totals of all pages on the last page of the payroll in the

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grand total block.

**CERTIFICA-
TION**

Enter the name and grade of the identifying (paying) officer on the last page of the payroll when payment is made in cash or both cash and check. The officer must sign the last page of the payroll paid in cash or both cash and check. These procedures apply to both manually and SDPI/CDPI produced payrolls. Payrolls paid entirely by check do not require certification signature on the payroll. Each page of daily special payrolls containing cash payments is signed by the applicable paying officer when the payroll consists of individual pages on which two or more officers or agents are authorized to disburse funds.

D. Distribution. Distribute the MPL as follows:

1. Original. Forward the original with the original and duplicate DTL to the DFAS-AHD/KC daily.

2. Duplicate (First Copy). The duplicate copy of the MPL will contain the payee's signature, regardless of pay group, acknowledging receipt of cash payment. Submit the duplicate copy with the financial returns.

3. Triplicate (Second Copy). Retain the triplicate copy for two years. This copy is filed initially in the suspense file with the DTL until the DFAS acknowledges receipt of the original MPL; it will then be transferred to the retain file.

4. Remaining Copies. These copies may be used at the discretion of the finance officer (e.g., as a control for the next payroll).

200102. Military Pay Voucher. The DD Form 117-MC: Military Pay Voucher (MPV) is an 8-1/2 by 11-inch, three-part, carbon-interleaved, snap-set form.

A. Use. The MPV may be used as a military payroll certification sheet or as a single payment voucher. Separate vouchers are required for check to member (CTM) or DD/EFT.

B. Preparation. The following narrative is a block-by-block description of the preparation procedures:

BLOCK NARRATIVE

1 Enter the typed words U S MARINE CORPS.

2 Enter the five-digit voucher number assigned to the payroll.

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- 3 Enter the total number of pages that compromise the payroll if the MPV is used for an MPL. Use numeric characters. Enter the word NONE when used for an individual payment.
- 4 Enter the finance office address.
- 5 Enter the applicable foreign duty country code if payment is made outside the United States. See NavCompt Manual, Vol. 2, Chapter 7.
- 6 Enter the payroll number assigned to the attached MPL if the MPV covers an MPL. Assign a payroll number in the same manner as for a special payroll if the MPV is used for an individual payment. The payroll number for special and AT payments must be numbered consecutively from R0053 through R0999.
- 7 Enter USMCR DAILY SPECIAL when the MPV covers either a single payment or a manually produced MPL for Marine Corps reservists.
- 8 Enter the date the payment is made. The date is the same as the date shown in block 4 of the MPL.
- 9 Enter the SSN if the MPV is used for an individual payment. Leave blank when the MPV is used to cover an MPL.
- 10 Enter the payee's last name, space, suffix (if any), space, and first and middle initials without punctuation or space separation, if the MPV is used for an individual payment. Leave blank if the MPV is used to cover an MPL.
- 11 Leave blank.
- 12 Leave blank.
- 13 Enter the PAID BY (brief stamp) immediately below block 11 on the duplicate and triplicate copies only.
- 14 Enter the name of the finance officer. Do not punctuate it.
- 15 Enter the DSSN without an alphabetic designator.
- 16 The signature of the finance officer will appear on the duplicate (first copy) only.

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- 17 Leave blank. (Not used by Marine Corps.)
- 18 Leave blank. (Not used by Marine Corps.)
- 19 Enter the total amount of each pay group. Use the dollar sign and separate dollars and cents by a decimal point.
- 20 Enter the applicable appropriation for reservists. Insert field separators or spaces between the appropriation number, subhead, object class, BCN, AAA, type transaction, and cost code. Do not use leading zeros.
- 21 Enter the total value of amounts in block 19 of the MPV. Enter the total value of both cash and checks for officer and enlisted personnel in the case of a payroll. Use the dollar sign and separate dollars and cents by a decimal point.
- 22 Enter the amount when the payment is made in check and the MPV is used for an individual payment. Use the dollar sign and separate dollars and cents by a decimal point. Leave blank for cash payments and when the MPV is used to cover an MPL.
- 23 Enter the check number in the FROM portion of the block when the payment is made by check and the MPV is used for an individual payment. Do not punctuate or hyphenate the check number.
- 24 Enter the amount when the payment is made in cash and the MPV is used for an individual payment. Use the dollar sign and separate the dollars and cents by a decimal point. Leave blank for check payments and when the MPV is used to cover a payroll.
- 25 The signature of the payee when the MPV is for an individual cash payment voucher. The signature is only on the duplicate (first copy) of the MPV.

C. Distribution. Distribute the MPV as follows:

- 1. Original. Forward the original MPV with the original and duplicate DTL to the DFAS-AHD/KC daily.
- 2. Duplicate. Submit the duplicate with the financial returns. The copy of the MPV will accompany the MPL when used as a covering certification sheet.

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3. Triplicate. Retain the triplicate copy for two years. This copy is filed initially in the suspense file with the DTL until the DFAS-KC acknowledges receipt of the original MPL; it will then be transferred to the retain file.

4. Remaining Copies. These copies may be used at the discretion of the finance officer.

200103. Miscellaneous Military Pay Order/Special Payment Authorization (NAVMC 11116). Effective October 1, 2004, DTMS is the only approved method of document delivery between the administrative and the MOBCOM Finance officer, Reserve Pay. When DTMS is not available, the administrative office may submit a paper document(s) to the Reserve Pay Finance Officer for processing and payment. Once DTMS becomes available, an electronic document must be submitted to the Reserve Pay, Finance Officer. The Reserve Pay Finance Officer is to maintain the paper document until the electronic document is received and processed through DTMS, then the paper document may be destroyed. The manual processing of documents is the exception, not the norm. DTMS is the repository for documents submitted. The requirements for submitting substantiating vouchers to DFAS-N/KC for record retention is not required.

A. Preparation. Individual NAVMC 11116 are prepared unless an item of pay or allowance is common to several members. In this case, a blanket MPO may be prepared.

B. Certifying Officer's Delegation of Authority. A NAVMC 11116 is signed by the commanding officer or other officers designated under authority of the SECNAVINST 5216.5, Chapter II, paragraph 10. The commanding officer will use a NAVMC 11119: Delegation of Authority to designate an officer other than the commanding officer to sign documents affecting pay. The original, printed on card stock, is the finance officer's copy and must be mailed to the MOBCOM Finance Office, Reserve Pay. The duplicate is delivered to the designee and the triplicate is retained in the unit's file. Retain the authorization as long as it remains in effect.

C. Renewal of Commanding Officer's Orders. An MPO which authorizes the credit of pay and allowances until further orders are issued will not be renewed during a member's current enlistment or tour of duty unless the credit is stopped by a specific regulation or time limitation. A change of commanding or finance officers does not require a new MPO.

D. Expiration of Commanding Officer's Orders. Credits, which expire upon a member's separation, transfer, death, or desertion do not require an MPO, unless entitlement terminates before the automatic stoppage date.

E. Frequency of Preparation and Numbering. NAVMC 11116 are prepared as needed and submitted to the finance officer on the day of preparation.

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F. Organization and Date. The duplicate copies of unit designation of the unit preparing the document and date of preparation are entered on the NAVMC 11116.

G. Listing of Names. The names are listed, officer preceding enlisted, in alphabetical order within each group if a blanket NAVMC is prepared.

H. Reason for Change Date. The pay action is briefly stated. Inclusive dates are entered, if applicable. The starting date and the notation FO (further orders) are entered if the entry starts a continuing credit or checkage. The termination date and the notation PO (previous orders) are entered if the entry stops a continuing credit or checkage.

I. Symbol Number. The finance officer's DSSN is entered without alphabetic designator in the space provided.

200104. Pay Adjustment Authorization. The DD Form 139: Pay Adjustment Authorization (PAA) is used to accomplish credit or checkage adjustments. In addition to completing the form, make sure to:

- A. Enter only one name on each DD Form 139.
- B. Enter the complete accounting data if the adjustment involves any appropriation other than that to which current pay is charged.
- C. Have the originating officer sign the DD Form 139 as the certifying officer.
- D. Origination. The following individuals/organizations may originate a DD Form 139.

1. Finance Officers. A DD Form 139 originated to adjust an MCTFS account is forwarded to the DFAS-PMMC/KC for action. The DFAS-PMMC/KC will return the authenticated duplicate copy to the originator.

2. Transportation Officers, Recruiting Officers, Supply Officers, and Commanding Officers. A DD Form 139 necessitated by the issuance of meal tickets, transportation requests, or other appropriate reasons is forwarded to the DFAS-PMMC/KC for action. The DFAS-PMMC/KC will return the authenticated duplicate copy to the originator.

3. MCLB, Albany, Georgia. A DD Form 139 resulting from excess costs incurred in the shipment of household effects or a trailer, or a transportation request is originated by the Commanding General (A470), MCLB, Albany, Georgia and forwarded to the DFAS-KC for action. The DFAS-PMMC/KC will return the authenticated duplicate copy to the originator.

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4. DFAS-KC. DD Form 139's originated by the DFAS-KC are processed at the DFAS-PMMC/KC.

E. Tracer Copy. The originator will use a tracer copy if an authenticated copy of the DD Form 139 is not received from the DFAS-PMMC/KC within a 90-day period.

F. Checkages. DD Form 139s, issued for the recoupment of indebtedness caused by household effects and trailer shipments, transportation requests and meal tickets, and those issued by a finance officer, are entered into the MCTFS at the DFAS-PMMC/KC.

2002 PAYMENT PROCEDURES

200201. General. Payments are issued from the central site in Kansas City, Missouri. The only exception to centralized check production is when special payments are issued by the MOBCOM Finance Office, Reserve Pay.

200202. Types Of Payments. Three types of payments are issued under the MCTFS: regular, In Progress Payment (IPP), and IRR muster.

A. Regular Payments. Regular payments represent the net pay due for IDT periods, active duty for 30 days or less, and bonus installments when due. To be included in the next scheduled MCTFS processing date, the central site must receive and process pay-related transactions reported on unit and disbursing diaries before the scheduled input cutoff date. Transactions processed after the processing date will be included in payment computations for the next designated payroll processing cycle.

B. In Progress Payment (IPP) SMCR Units. Effective December 1, 1999, payments for active duty periods(s) of 30 days or less and annual training (AT) will be issued using the IPP process. An IPP is an incremental payment issued to a reserve member for active duty performed prior to the actual completion of an active duty period. At least one IPP is to be reported for each active duty period of 12 to 30 days. To generate an IPP, report a COMPL ACDUTRA (TTC 801) entry on the unit diary during the active duty period. Members enrolled in DD/EFT should expect to receive an EFT payment within 48 to 72 hours after the unit diary transaction has posted to the member's MCTFS master record. To ensure timely payment, the unit diary entry reporting the COMPL ACDUTRA must be certified and uploaded for processing in the nightly MCTFS cycle. Entitlements or checkages, e.g., BAH, RIKNA, or field rations, must be reported for each period of active duty reported. Effective January 1, 2002, when COMPL ACDUTRA (TTC 801) is reported and processed, monthly BAS will be automatically credited. Upon completion of the active duty period, the member must submit original orders (with all endorsements) and a completed travel claim along with receipts, to their reporting unit. Reporting units will use this information to report a final COMPL ACDUTRA for the remaining portion

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of the active duty period along with any entitlements or checkages. Refer to MCO P1080.40 for the proper reporting requirements.

C. In Progress Payment (IPP) For IMA/IRR. The Marine Corps Support Command (MOBCOM) will report transactions to generate IPPs for IMA/IRR members when requested by the operational sponsor. Only one IPP is authorized for 12 to 14 days of active duty and no more than two IPPs for periods of active duty of 15 to 30 days. IPP service will not to be reported within four days of the member's active duty ending date. Operations sponsors are to complete an IPP form within the Total Force/Reserve Orders Request Management Application (TF/RORMA) and forward it to the MOBCOM (OPD). If the TF/RORMA is not available, an IPP Request Form can be downloaded from the MOBCOM internet site at <http://www.MOBCOM.mfr.usmc.mil>. The IPP form can be telefaxed to the MOBCOM at (816) 943-3169/3108. For additional information, operational sponsors can contact the MOBCOM at 1-800-255-5082, extension 3130.

D. Reserve Members not Enrolled in DD/EFT. For member's not enrolled in DD/EFT, an IPP will be processed during the reserve payroll process, which occurs once a week to coincide with Thursday night cycles. U.S. Treasury checks will be produced for mailing to the member's home mailing address resident in MCTFS no later than the following Friday. Commanders may grant a temporary DD/EFT enrollment waiver to allow sufficient time to resolve short-term problems. A copy of the waiver must be maintained in the unit's correspondence files and is subject to review by MCAAT and CGI/MORDT personnel.

E. Reserve Members With Garnishment or Tax Levy Action. Unit commanders must account for those members who have a garnishment action or tax levy against their pay. An IPP will not be automatically generated for those members who have a garnishment or tax levy. If an IPP is required, the member's reporting unit must request payment by message or NAVMC 11116 to the MOBCOM Finance Office, Reserve Pay. The request must include the unit diary number that reported the COMPL ACDUTRA (TTC 801/000) and the number of days of active duty reported. Manually prepare a payment for deposit to the member's bank account by DD/EFT. For those members not enrolled in DD/EFT, payment will be mailed to the member's home mailing address resident in the MCTFS no later than the following Friday.

F. IRR Muster Payments. Refer to the following paragraph.

200203. Individual Ready Reserve (IRR) Annual Screening

A. Reference. "DoDFMR", Vol. 7A, Chapter 7 and JFTR, paragraph U7175.

B. Substantiation. The MOBCOM will publish screening dates for the member mobilization stations; diary reporting completed IRR muster duty.

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C. Muster Duty Allowance. IRR members who participate in muster duty are entitled to a payment muster amount of 125 percent of the average per diem rate in CONUS (except Alaska and Hawaii). Payment muster is taxed at 25 percent FITW and state taxes at the rate appropriate for one-time payments. Members have the option to either waive SGLI coverage or apply for SGLI of \$100,000 at a cost of \$.50 or \$250,000 for \$1.00. To credit or check Muster SGLI, use TTC 694, SEQ 002/003 (see appendix F) and the pay codes for Muster SGLI listed in appendix E. The Per Diem Travel and Transportation Allowance Committee (PDTATAC) will publish the per diem rate in effect on 30 September before the year in which muster duty is performed. The Commanding General, MOBCOM will publish the screening dates for the member mobilization stations each fiscal year. A copy is sent to the DFAS ADD/KC. (Disbursing)

D. Benefits Waiver. IRRs who are receiving compensation from the Veterans Administration (VA) or retired/retainer pay cannot receive muster duty payment for their muster duty. Muster duty is payable if they choose to waive entitlement to the VA compensation or retired/retainer pay. This election must be made by the member at the MCMS during the screening process.

*E. Mobilization Command (MOBCOM) Action

1. Publish screening dates for the member mobilization stations each fiscal year. Provide a copy to the DFAS-ADD/KC (Disbursing).

2. Receive the individual checks from DFAS-ADD/KC (Disbursing)

3. Report completion of IRR muster duty using TTC 803 (see MCO P1080.40, paragraph 7204).

F. DFAS-PMC/KC Action. Fifteen days prior to the scheduled muster duty date will do the following:

1. Input the following data for IRR muster duty using the CICS Application

a. Payroll number,

b. Voucher number,

c. Beginning check number,

d. Ending check number (when applicable),

e. New beginning check number (when applicable),

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f. Year, month, and day of muster (YYYYMMDD).

2. When required, report a credit (TTC 694, SEQ 002) or checkage (TTC 694, SEQ 003) for payment muster. Use pay codes 56169 or 56269 (see appendix F).

3. When required, report a credit (TTC 694, SEQ 002) or checkage (TTC 694, SEQ 003) for IRR muster duty. Use pay codes 55101 or 55201 (see appendix F).

4. Use TTC 512, SEQ 000 to cancel checks returned for cancellation.

G. Output Affected. The following reports are produced (for number of copies and distribution, see appendix A):

1. Payment Muster Checks.
2. Military Pay Voucher (MPV).
3. Military Pay List (MPL).
4. Check Transmittal.
5. MMCC Roster for each MMCC.
6. IRR Muster Payroll Extract File Totals.
7. IRR Muster Check Assignment Report.
8. IRR Muster Research Report.
9. IRR Muster Parameter Report.
10. Muster Payment Over 30 Days Old With No Corresponding D982.

2003 DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER (DD/EFT)

200301. Mandatory DD/EFT

A. Reference. HQMC/RFL message, DTG 190041Z AUG 96 (ALMAR 299/96).

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B. Authority. U.S.C., Title 31, Sec. 3332, directs that all Federal salary payments be made by DD/EFT. Effective October 1, 1996 all reserve members must participate in the DD/EFT program unless the member submits a written request for a waiver. Refer to paragraph 200301.E for waiver requests. The exemption of reserve members for their annual training (AT) and active duty training (ADT) remains in effect.

C. General. DD/EFT will provide reserve members the opportunity of having their IDT/final settlement net pay deposited directly into their checking or savings account at the financial organization of their choice (AT token payments will not be paid by DD/EFT). The financial organization can be a bank, savings bank, savings and loan association, or credit union. Payment data is compiled on magnetic tape each pay period and delivered to the St. Louis Federal Reserve Bank for distribution through the Federal Reserve System to any financial organization in the United States. Funds are made available at the beginning of the business day on the scheduled payment date. Net pay continues to be deposited at the financial organization each payday unless the member enters a nonpay status or terminates the election.

D. Required Participation. All personnel are required to be enrolled in DD/EFT. When a reserve member is enrolled in DD/EFT and is mobilized, DD/EFT in the MCTFS will not terminate.

E. Waivers. Waivers of up to one year may be granted to any reserve member when it is determined that it would be in the best interest of both the individual and the DoD for the member not to enroll or to terminate their enrollment in DD/EFT. Waivers may be granted because of financial difficulty, financial irresponsibility, or other extenuating circumstances. Waivers will be temporary and allow the member sufficient time to resolve the short-term problems prior to re-enrollment in DD/EFT. Waivers are requested by the member through the unit commander. Waiver requests must be submitted in writing. Members must provide adequate documentation or rationale to substantiate waiver requests. Waivers may be renewed if the condition for issuing the waiver still exists after the completion of the initial waiver period. Counseling or participation in a financial management course offered through the local command is required when waivers are approved due to financial problems.

F. Unit Commanding Officer's Action. Take authorized administrative action against reserve members who do not follow the procedures for requesting waivers from participation in DD/EFT. Notify the reserve member in writing when a waiver has been granted and the date that the waiver will expire. File a copy of the approval letter in the unit's correspondence file. Waivers are subject to review by MCAAT and CGI/MORDT.

200302. DFAS-APM/KC Responsibility. The DFAS-APM/KC is the Marine Corps' central point for all dealings with the Department of the Treasury and financial organizations concerning the DD/EFT of Federal recurring payments.

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200303. Responsibilities Of MOBCOM Finance Office, Reserve Pay. The following are responsibilities of the MOBCOM Finance Officer, Reserve Pay:

- A. Reporting a POE transaction (12011 DD/EFT) to enroll members in the DD/EFT program.
- B. Reporting a POE to disenroll a member when a NAVMC 11116, initiated by the member, is received from the unit commander or finance officer.
- C. Contacting the DFAS-APM/KC if a DD/EFT payment is not received on the expected payday, and requesting that the missing payment be traced.
- D. Disenrolling a member from DD/EFT when an indebtedness occurs which cannot be collected before the scheduled ECC, to prevent overpayment upon separation. Advising the DFAS-APM/KC to terminate the member from DD/EFT when it is determined that a member will be in an overpaid status upon separation.
- E. See appendix A for reports generated out of the DD/EFT process.

200304. Responsibilities Of The Commanding Officer. See Chapter 5, Section 4, of this manual.

200305. Enrollment In The DD/EFT Program.

A. The SF 1199A (Rev June 1987): and the SF 1199A (August 2005) Direct Deposit Sign-Up Forms are s the only acceptable enrollment forms. Financial organizations must accept funds electronically. Members can use MyPay to participate in the DD/EFT Program. To access MyPay (available at <https://mypay.dfas.mil/mypay.aspx>) a member must request or have a MyPay Personal Identification Number (PIN).

B. The SF 1199A (Rev June 1987) Direct Deposit Sign-Up Form requires the member and the financial institution to complete and sign the applicable portions of the SF 1199A. The SF 1199A is then sent to the member's servicing finance officer for processing. The form is available at the member's administrative unit or the financial institution.

C. All financial organizations have the Treasury Department's manual entitled Direct Deposit-Federal Recurring Payments. Section 2 of the "Green Book" (as it is commonly called) explains how to complete the SF 1199A for members.

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D. The SF 1199A (August 2005) Direct Deposit Sign-Up Form does not require the member to take the form to a financial institution to be completed and certified. The member is required to sign and date a certification (on the form) stating they authorize payment to be sent to the named financial institution. The member must ensure that the financial institution's 9-digit routing number and the account number are correct; and that the financial institution is notified. The SF 1199A is then sent to the member's servicing finance office for processing. The form is available at: <http://www.ssa.gov/deposit/1199a.pdf>

E. Once signed, reserve members are highly encouraged to use their MyPay account to update their DD/EFT information. Members with an active PIN can access their MyPay account at <https://mppay.dfas.mil/mypay.aspx>. If DD/EFT information cannot be changed via MyPay, use one of the following methods for sending the SF 1199A to the MOBCOM Finance Office for reporting into the MCTFS.

1. The primary method is to send the information through DTMS to the MOBCOM Finance Office. It can be scanned into DTMS and sent as an attachment to a NAVMC 11116.

2. The second method is for the member's unit to telefax the original SF 1199A to the MOBCOM Finance office at DSN 894-3788 or (816) 843-3788. When the telefax is used, the original SF 1199A is returned to the member.

3. The original SF 1199A form can be mailed to the MOBCOM Finance Office, Reserve Pay, 15424 Andrews Road, Kansas City, MO 64147.

200306. Disenrollment. A member's participation in the DD/EFT program may be terminated one of the following ways:

A. The MOBCOM Finance Officer, Reserve Pay may terminate members from DD/EFT, without their consent, to protect the interests of the government (e.g., indebtedness that cannot be fully collected before the ECC, etc.).

B. A member's DD/EFT will be terminated when the financial organization returns funds due to a closed account, however, the account will not be terminated if the member has submitted a recent change for a new financial organization.

200307. Miscellaneous Information For Finance And Administrative Personnel

A. Financial organizations must promptly return all payments received when advised of legal incapacity of the member.

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B. A member who desires to change financial organizations must take the same actions taken when the first election was made or may elect to use MyPay. Do not submit a NAVMC 11116. When a SF 1199A is processed for the new financial organization, it automatically terminates DD/EFT payments to the old financial organization.

C. A "B" in the check mailing status of the MCTFS D937 remark indicates that the selected financial organization is one of the very few that requires a Treasury check or cannot receive DD/EFT payments. Therefore, participation in DD/EFT is dependent upon the U.S. Postal Service for delivery of the check. This code is also used if the financial organization is a non-U.S. organization located in a foreign country. All other members participating in DD/EFT have an "E" in the check-mailing-status of the D937 remark. A reserve member is participating in DD/EFT if there are 9's in the D937 "KILL DATE".

D. All financial organizations are required to notify a customer regarding the receipt of a preauthorized DD/EFT payment. This notice may be provided by one of the following methods:

1. Positive notice to the customer within two business days.
2. Negative notice within two business days.
3. A phone number for inquiries, easily accessible to the customer.

E. When a reserve member is mobilized or ordered to active duty for 31 days or more and is participating in DD/EFT, the member's DD/EFT data will remain in effect.

F. When a reserve member who has been on active duty over 30 days and is enrolled in DD/EFT is released from active duty, the DD/EFT data remains in effect.

200308. DD/EFT Intercept

A. The DFAS-APM/KC is the central point for all contacts with finance officers and financial institutions for interception of DD/EFT funds. Intercepts will only be done at the finance office. If a request is made by phone, it must be followed by a written request. Initiation of an intercept request is not validation for a payment to be issued.

B. Intercepts must be requested two working days prior to the payday date.

C. Intercepts must be requested:

1. If a member is indebted to the government upon discharge.

*October 19, 2006

2. To protect a member from financial loss.

D. No intercepts will be requested on members transferring to active duty.

E. When a financial institution returns a DD/EFT payment due to a closed account or incorrect information, the DFAS-APM/KC will terminate a member's DD/EFT and credit the MMPA. (Note: This process does not guarantee recovery of funds.)

2004 ON-LINE DIARY/MPL/MPV

200401. Purpose. This part provides certification and submission requirements for unit diaries and MVPs/MPLs produced under the On-Line Diary System (OLDS).

200402. On-Line Diary.

A. Numbering. Disbursing diaries prepared for each DSSN are numbered sequentially through the year beginning with number 0001 for the first diary created for a calendar year. Diary numbers will not exceed 9999 nor be assigned in blocks for use by deputy finance officers or different pay sections under the same DSSN.

B. Certification. The finance officer, deputy finance officer, or designated agent cashier or certifier, as applicable, signs the last page of an entire diary to certify it.

C. Retention. The finance officer retains for the current month plus two months.

200403. On-Line MPL/MPV. The on-line MPL/MPV process provides a means of entering daily special payment data in order to more rapidly update the MMPA. Actual daily special MPLs/MPVs are the source documents for on-line data entry. The DFAS-PMMC/KC is responsible for reconciling the MPLs/MPVs.